Section VI: Faculty Promotion & Reappointment

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Annual Review/Raise Process for Faculty

In compliance with University Policy and Department By-Laws, it is the responsibility of the chair to annually evaluate the performance of each faculty member, and prepare a written performance review, taking into consideration input from the Department Advisory Committee on annual performance.

For complete information on this requirement, please refer to the MSU Faculty Handbook, Section IV. Academic Human Resources Policies, Faculty Review: (http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/iv-facultyreview.htm) and the Department of Pediatrics and Human Development Bylaws. The Annual Review process begins every year during the months of February through July. A review of all activities accomplished during the previous annual year will occur. This same information is also used for the faculty raise process and the university semester effort reporting system.

The annual review process is as follows:

- Faculty members complete a self-appraisal form (sent in memorandum format attachment 1) sent to you by e-mail in January and/or February.
- Faculty gathers supporting materials for the evaluation process, in the following categories: a. grant funding; b. effort percentage capture from your Outlook calendar; c. teaching efforts (Clerkship, Residents, and Other); d. Clinical hours; e. Major responsibilities/assignments (membership on department college, university, and/or regional/national/international committees); f. Accomplishments/Changes (includes CME and conference activities); g. Products (publications, book chapters, posters, workshops and abstracts presented); h. Services/Outreach. Materials and self-appraisal form is submitted to the Chair’s office on due date requested.
- Faculty annual review materials are distributed for review to the Advisory Committee for review (see Department By-Laws regarding their responsibilities). The Advisory Committee will meet to discuss annual review materials during the Spring.
- Chair meets with faculty member to discuss past year activities and expected plans for the coming year.
- Chair and faculty member will develop a defined list of activities, responsibilities and goals agreed upon in all categories for the coming year.
- If performance is deemed “satisfactory” by the chair, consistent with the defined goals and expectations, faculty should anticipate raises consistent with current budgetary planning. Overall performance will be acknowledged separately by the chair and subject to possible merit raises, if agreeable, by the Dean of CHM.
Professional Accomplishments

As a part of the self-appraisal process, the form used for the annual review process will also be utilized to submit faculty professional accomplishments. The professional accomplishment outputs, that will be counted, are only those which occurred during the established time period (calendar year).

The output units that are counted are “instances of service”. An instance is defined as one complete assignment. For example, a journal referee who reads 20 manuscripts will be counted as only one instance of service. Other examples of a single instance of service are: Testimony given on one proposed bill before Congress; a site visit and report for a federal agency; membership on a Governor’s commission; an office held in a professional organization.

Based upon past discussion with units, individual circumstances indicate that departments may utilize individual internal definitions of the data elements for Professional Accomplishment collections. Accordingly, the consistency of those internal definitions over time within a unit remains a significant objective. The following is a list of the required referenced data elements that may be used for illustrative purposes within your unit:

Refereed Papers: The number of faculty publications appearing in print during the reporting period in a refereed journal.

Non-refereed Published Output: The number of faculty publications appearing in print during the reporting period. This includes professional journals, book chapters, bulletins, book reviews, patents, and computer software that is marketed nationally.

Books: The number of books appearing in print during the reporting period including single author, co-author or edited.

Delivered Papers: The number of talks or papers presented at professional meetings, recitals, performances, showings, television or radio appearances, or talks to lay audiences.

Major Professional Accomplishments: The number of major professional accomplishments or activities which includes consulting, service as an elected officer, member of a dissertation committee, etc.

Administrative Activities: The number of administrative activities such as Academic Council, Judiciary Committees, and college and/or department committees.

Advising: The number of advising duties includes the number of students advised and instances of service as an advisor to student groups.

Proposals: The number of proposals includes those submitted for funding, proposals newly funded or renewed, and proposals continued from previous years.

Evidences of Merit: The number of evidences of merit includes awards or prizes given to faculty or graduate students for teaching excellence, scholarship, research or other creative activities.
**Patient Care:** The number of instances of patient care, which includes visits, contacts, referrals, or consultations.

**Web Course Development:** The number of web/internet based courses.

**Outreach Component:** The number of enumerated activities above with an outreach component.
Reappointment, Promotion and Tenure

Introduction

The Chair shall notify all faculty members in May, the year before their end date, of the requirements and deadlines for reappointment, promotion and/or tenure review in the following academic year. Special notice will be given to faculty members whose review will be required for reappointment in the tenure system. This notification will be in writing. Individual faculty members shall notify the Chair of their intent to be reviewed for promotion and/or tenure by June (in writing) of the academic year in which the request is being made for review by the RPT Committee. A copy should be sent to the Chair of the RPT Committee. The materials required for review must be submitted to the Chair of the RPT Committee by September 1 of the academic year in which the review is to occur. Faculty members who plan to be candidates for promotion and/or tenure are encouraged to discuss the selection of materials for review with current or former members of the Promotion and Tenure Committee well before the September 1 deadline. The process of selecting and arranging materials for review requires a minimum period of a month or more for completion. To view the criteria required for faculty review in the College of Human Medicine, please visit the College of Human Medicine Faculty Affairs and Development website at: www.chmfacultyaffairs.msu.edu. Following deliberations by the RPT committee, a recommendation (outcome of a formal vote) will be forwarded to the Department Chair in writing.

Upon a vote for approval of promotion at the department level, the materials are forwarded to the College of Human Medicine Reappointment, Promotion and Tenure Committee for review. If the recommendation is made to the Dean for promotion, the last step in the process will be a final review by the Provost office.

Notification of review/promotion status will be sent to the faculty member on later than June 30th of the year appointment expires.

General Procedures

The basic policies and procedures guiding promotion and tenure decisions within the University are established by the Michigan State University Board of Trustees. The University promotion and tenure guidelines are outlined in the Michigan State University Faculty Handbook (http://www.hr.msu.edu/HRsite/Promotion/Faculty/tenure, http://www.hr.msu.edu/HRsite/Promotion/Faculty/HealthPrograms.htm, and Appendix 2 and 3). University policy dictates that recommendations for tenure system faculty appointments, reappointments, extensions of probationary periods, promotion and tenure originate in the primary academic units. This document establishes the Department of Pediatrics and Human Development peer review process and procedures for reappointment, promotion and tenure. These procedures are required under Pediatrics and Human Development Bylaws (5.4). This peer review process in Pediatrics
and Human Development serves the University objectives of improving academic strength and quality, taking into account the mission of Pediatrics and Human Development, the College and the University. Implementation of the Pediatrics and Human Development Procedures and Criteria for Promotion and Tenure shall be the responsibility of the Pediatrics and Human Development Reappointment, Promotion and Tenure Committee.
Stopping the Tenure Clock

The tenure system probationary appointment is extended automatically for one year for the following reasons:

1) Leaves of absence with or without pay that are six to twelve months.
2) Changes in appointment to 50% time or less for one year.
3) Upon request from a faculty member on approved leave of absence (paid or unpaid) for twelve weeks or longer for reasons related to the birth or adoption of a child. Automatic extensions for this reason are limited to two separate one-year extensions.
4) Immigration/visa status that does not permit the award of tenure for candidates who have been recommended for tenure.
5) An extension recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Procedure.

Additionally, extensions of the probationary appointment may be requested from the University Committee on Faculty Tenure (UCFT) for reasons related to childbirth, adoption, the care of an ill and/or disabled child, spouse, or parent; personal illness; to receive prestigious awards, fellowships, and/or special assignment opportunities; or other such serious constraints.

In cases in which extensions of the tenure clock are not automatic, UCFT considers evidence bearing on the question of whether the circumstances justify exceptions to the standard procedures governing the tenure system. UCFT’s role is not to evaluate the substantive issues recommended at the departmental or unit level, but to determine whether, given the circumstances of each case, the proposed decisions are consistent with the general interest of preserving the integrity of the tenure system.

To request an extension of the probationary appointment, the department chair or unit administrator must submit a memorandum to the Assistant Provost and Assistant Vice President for Academic Human Resources that includes the following information:

1) the specific reason delineated in this policy that justifies an exception to the standard procedures governing the tenure system;
2) clear explanation of the impact of the specified condition on the normal activities of the faculty member;
3) what is expected to be achieved at the end of the requested extension, including the prospects for success, and a description of the resources and/or proposed changes that will be made to facilitate success;
4) a current curriculum vitae and a one-page summary of prior assignments in teaching, research, outreach, and administrative duties during the previous three years for the faculty member seeking the extension;
5) endorsement and signatures of the faculty member, department chair or unit administrator, and dean.

Additionally, the department chair or unit administrator must provide written documentation from the department or school peer review committee that they reviewed the extension request and had an opportunity to render advice as appropriate. The committee's approval is not necessary.

Requests endorsed by the Office of the Provost will be considered by UCFT according to the standards specified herein.